

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF PUERTO RICO

INSTRUCTIONS TO INMATES  
FOR FILING COMPLAINTS

CIVIL RIGHTS ACT  
42 U.S.C. § 1983

To file a civil action you must file an original complaint, one copy for each named defendant, and one copy for the Court (for example, if you named two defendants, you must file the original complaint and three copies). All copies of the complaint must be identical to the original.

The Clerk will not file your complaint unless it conforms to these instructions and the forms are properly rendered.

Your complaint must be written legibly, preferably type-written. As plaintiff, you must sign and declare under penalty of perjury that the facts are correct. If you need additional space to answer a question, you may use the reverse side of the form or additional pages. Your complaint can be filed before the Court only if one or more of the named defendants are located within the District of Puerto Rico. Further, you must file separate complaints for each claim unless the claims are related to the same incident or matter.

You are required to furnish the name and address of each named defendant so that the U.S. Marshals Service may effect service of process.

In order to file the complaint, it must be accompanied with payment of the filing fee (\$350.00). In addition, the U.S. Marshals Service will require payment of 44.5 ¢ per mile and \$45.00 per hour for costs and charges related to the service of process.

If you are unable to pay the filing fee and service costs, you may petition the Court for permission to proceed in forma pauperis. For this purpose, you must complete and file the forms of Motion to Proceed in Forma Pauperis and Affidavit in Support, together with your complaint. You should keep copy of these forms for your records.

Once you have completed all forms, you must deliver the originals and copies to: Clerk's Office, U.S. District Court for the District of Puerto Rico, Room 150 Federal Bldg., 150 Carlos Chardón Street, San Juan, Puerto Rico 00918-1767.